

The

Plain Talk

Team

This flow chart is an example of the process the Plain Talk Team may use when working with staff to rewrite agency documents. We understand each project will be unique and plan to adjust the process where necessary to meet the individual project goals.

A key player in this process is the Project Point Person. This will be a representative from the program with subject expertise and decision-making authority for the project. Their role also includes identifying all the right people to involve in the rewrite. The Project Point Person will usually be at the section manager level.

